

**APPENDIX A
COMMUNICATIONS**

VOICE COMMUNICATIONS PROCEDURES	
WHAT TO DO	WHY TO DO IT
I. LISTEN.	A. To make sure your transmission won't interfere with another communication. B. To be aware of other things going on.
II. THINK about what you will say before you transmit.	A. To communicate your idea effectively. B. To use only the air time needed and no more.
III. MAKE THE CALL.	
Give: 1. The call sign or identification of the station called. 2. The words "THIS IS." 3. The call sign of identification of the calling station.	A. To be clear. B. To be understood reliably on the first call. C. To use a procedure that is universally accepted.

VOICE COMMUNICATIONS PROCEDURES

WHAT TO DO	WHY TO DO IT
IV. COMMUNICATE	
1. Speak clearly.	A. To be understood.
2. Plain English/no codes.	B. To be fast.
3. Repeat back critical items for confirmation.	C. To avoid confusion.
	D. To be accurate.
V. USE PHONETICS for:	
1. Call signs.	A. To be clear.
2. Station identification.	B. To be accurate.
3. Spelling words and names that are easily understood.	C. To be fast.
	D. To use a procedure that is universally accepted.

PHONETIC ALPHABET	
A - alpha (AL fah)	N - november (no VEM ber)
B - bravo (BRAH voh)	O - oscar (OSS car)
C - charlie (CHAR lee)	P - papa (pah PAH)
D - delta (DELL tah)	Q - quebec (keh BECK)
E - echo (ECK oh)	R - romeo (ROW me oh)
F - foxtrot (FOKS trot)	S - sierra (SEE air rah)
G - golf (GOLF)	T - tango (TANG go)
H - hotel (HOH tell)	U - uniform (YOU nee form)
I - india (IN dee ah)	V - victor (VIK tah)
J - juliet (JEW lee ett)	W - whiskey (WISS key)
K - kilo (KEY low)	X - x-ray (ECKS ray)
L - lima (LEE mah)	Y - yankee (YANG key)
M - mike (MIKE)	Z - zulu (ZOO loo)

ON-SITE EMERGENCY SIGNALLING PROCEDURES

Effective emergency signaling procedures are essential for the safe operation of task force personnel operating at a disaster site. These signals must be clear and universally understood by all task force personnel. Air horns or other appropriate hailing devices shall be used to sound the appropriate signals as follows:

Cease Operation/All Quiet	1 long blast (3 seconds)
Evacuate the Area	3 short blasts (1 second each)
Resume Operations	1 long and 1 short blast

RADIO COMMUNICATIONS GUIDELINES

Radio Communications Guidelines are derived from the Cooperative Agreements for Use of Radio Frequencies between fire service agencies and the Department of Management Services of Florida allowing for mutual use of radio frequencies during mutual aid efforts.

This document design is to assist agencies on choosing radio equipment to procure, receive or render assistance on a multi-agency incident.

GUIDELINES

1.	Frequency	CTCSS	Primary Use
FLORIDA FIRE MUTUAL AID (FIRST PRIORITY)			
	154.265 (Simplex)	None	Fire Mutual Aid Red (mobile/portable only)
	154.280 (Simplex)	None	Fire Mutual Aid White (base/mobile)
	154.295 (Simplex)	None	Fire Mutual Aid Blue (mobile/portable only)
EMERGENCY MANAGEMENT			
	39.10 (Simplex)	156.7	Emergency Management
	39.18 (Simplex)	156.7	Emergency Management
FLORIDA EMS COMMUNICATIONS PLAN			
	155.340 (Simplex)	None	EMS Inter System Mutual Aid
	463.175 (Simplex)	167.9	EMS Medical Coordination Med 8
	463.175/468.175	167.9	EMS Med 8 Repeater

Frequency	CTCSS	Primary Use
NATIONAL PUBLIC SAFETY		
821.0125/866 0125	156.7	National Public Safety Calling Repeater
821.5125/866.5125	156.7	National TAC 1 Repeater
822.0125/867.0125	156.7	National TAC 2 Repeater
822.5125/867.5125	156.7	National TAC 3 Repeater
823.0125/868.0125	156.7	National TAC 4 Repeater
FLORIDA PUBLIC SAFETY		
853.3875/808.3875	210.7	Florida Public Safety Mutual Aid Repeater
AMATEUR RADIO		
29.60 (FM Simplex)	None	National Channel
52.525 (FM Simplex)	None	50 Mhz FM Calling Frequency
146.52 (FM Simplex)	None	144 Mhz FM Calling Frequency
223.50 (FM Simplex)	None	220 Mhz FM Calling Frequency
446.00 (FM Simplex)	None	440 Mhz FM Calling Frequency
906.50 (FM Simplex)	None	900 Mhz FM Calling Frequency
1294.50 (FM Simplex)	None	1.2 Ghz FM Calling Frequency
2305.20 (FM Simplex)	None	2.4 Ghz FM Calling Frequency
FLORIDA FOREST SERVICE		
151.235/159.285	None	Alpha Repeater
151.295/159.300	None	Bravo Repeater
U.S. FOREST SERVICE		
169.175 (Simplex)	123.0	Dispatch (Ocala Cache)
169.900 (Simplex)	123.0	Fire TAC (Ocala Cache)

Frequency	CTCSS	Primary Use
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)		
5.211 (Upper side band)	None	Disaster Communications

10.493 (Upper side band)	None	Disaster Communications
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2. VHF mutual aid channel use questions should contact the Division of Forestry. UHF/800 mutual aid channel use and questions should contact the Department of Management Services.
3. Each agency requesting mutual aid will advise responding agencies of initial contact frequency for the incident.
4. Local agency policy will dictate frequency assignments for an incident until an incident Communications plan is established.
5. When established on an incident, the Communications Unit Leader is responsible for managing assigned frequencies. The Communication Unit Leader will clear the use of local, state and federal frequencies with the controlling agencies prior to use.
6. Clear text (Plain English) should be used for all communications. CODES AND SIGNALS ARE NOT USED. Actual frequencies and/or channel names should be used 154.265 RED or National Public Channel TAC 3.
7. Data communications (i.e., automated or push button status keeping for "Computer Aided Dispatch" (CAD) systems) shall not be used outside of the agencies own jurisdiction.
8. The use of an agencies own radio frequency outside of its jurisdiction should be avoided if possible. It only takes a few outside region radios to disrupt an entire agency communications system.

Mutual Aid Radio Cache (MARC)

After the FIRESTORM 98 Fire. The Florida Fire Chief Association looked into a short-term solution to begin to resolve the communications problems experienced. A committee was formed of local, state and federal agencies met and the MAC concept was formed. Under the sponsorship and direction of the State Fire Marshal, and direct efforts of FFCA agencies and the Division of Forestry the units were built and deployed in seven locations around the state.

The individual unit consists of a 100-foot mobile crank up tower, a built-in VHF repeater (Forestry Alpha) and a UHF Med 8 repeater. Ten VHF mobile units, sixty-four VHF portable units, a VHF and UHF base station. These radios are preprogrammed with local and state frequencies. The units contain a 10Kw diesel generator and are completely self-contained. They also contain preset deployment plans that are available for review on request to the State Disaster coordinator.

The current locations of the units are:

1. Ocala (Florida State Fire Marshal)
2. Tallahassee (Tallahassee FD)
3. Gainesville (Alachua Co. Fire/Rescue)
4. Tampa (Hillsborough Fire/Rescue)
5. Sanford (Seminole Co. Fire/Rescue)
6. Sarasota (Sarasota Co. Fire/Rescue)
7. West Palm Beach (Palm Beach Co. Fire/Rescue)
8. Request or questions on deployment or use of the towers must go through the Florida State Fire Marshal or the FFCA State Disaster Coordinator.